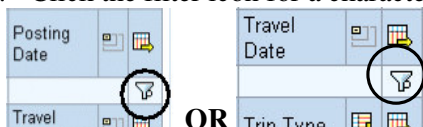# Travel Date and/or Posting Date Filter Value Selection

**Filter** – is used to set filter values for characteristics and structures within a view. It is possible to set several filters for the same characteristic/structure, or the same filter for several different characteristics/structures.

a. There are two ways to bring up the filter value selection screen:
   i. Click the filter icon for a characteristic in the navigation block

   **OR**

   ii. From the report fields, select a travel date or posting date that matches what you are looking for and choose "Select Filter Value"

b. A Filter Value pop-up screen will appear. Note that you are initially limited to 200 hits, which are displayed in 8 blocks of 25 values.
   i. At the top of the screen search for specific values. Searches are case sensitive and may use * as a wildcard.
   ii. The number of hits can be changed. Click "Find" after entering search criteria (or with a blank search value) to show more hits (values you can filter on) .
   iii. Check off any values you would like in your filter.
   iv. Selection options can also be used, refer to *Complex Filter Settings* at the end of this document.
   **v. When all selections are made, click "Transfer".**

## Filter Value For Travel Date Choose

**New Filter Values**

Travel Date

Maximum Number of Hits     200

[Find]

**Travel Date**

- ☐ 12/01/2003
- ☐ 11/17/2003
- ☐ #
- ☐ 01/27/2004
- ☐ 10/13/2003
- ☐ 01/15/2004
- ☐ 11/12/2003
- ☐ 09/13/2003
- ☐ 08/24/2003
- ☐ 11/28/2003
- ☐ 10/08/2003
- ☐ 12/14/2003
- ☐ 02/08/2004
- ☐ 06/09/2003
- ☐ 08/17/2003
- ☐ 09/07/2003
- ☐ 11/30/2003
- ☐ 11/16/2003
- ☐ 09/18/2003
- ☐ 02/09/2004
- ☐ 10/21/2003
- ☐ 06/15/2003
- ☐ 11/14/2003
- ☐ 09/19/2003
- ☐ 12/07/2003

[Block 1] [Block 2] [Block 3] [Block 4] [Block 5] [Block 6] [Block 7] [Block 8]

**Description     Filter Values**

☑ [  ▼] 1/01/04     ⊕ to 1/15/04     ⊕ [Include ▼] [New Row]

[Transfer] [Back]

## Use

In your Web application, you can select filter values for characteristics and structures. The Web application is then filtered according to these selected values.

## Procedure

The *Select Filter Value for ...* dialog box is divided into two areas:

- An upper area from which you can select single or a number of filter values
- A lower area in which you make more complex filter settings

You can make settings in each of the areas. The settings in both areas are used for your Web application.

### Selecting Single or Multiple Filter Values

You can choose from all possible values for the respective characteristic or structure in a query. Depending on the query setting, the values are displayed as a key and/or identifier. You can select one or more values from this set of values.

- Click on a single value to select it (the hand symbol shows you that it is a hyperlink). The value is copied without your having to take any further actions.
- To select more than one value, mark the checkbox in front of the relevant values and choose *Transfer*. You can also choose only to select a single value here.

> You can also sort the given values in ascending or descending order. Do so by clicking on the hyperlink above the list of single values having the name of the characteristic or structure. The first click sorts the list in ascending order, the second click sorts it in descending order.

### Finding Filter Values

As well as selecting filter values directly, you can also find them using a search. This search looks at the selection list of the single values, that is, the single values are restricted according to the search criteria.

1. Enter a search term.
2. Choose *Find*.

    The list of single values displays the values corresponding to your search term.

3. To select one or more values proceed as above.

### Searching for attributes

You can also determine your selection of filter values by searching using attributes.

## Complex Filter Settings

In the lower part of the *Description of Filter Values* dialog box, you can define a value area for filter values and exclude filter values or value areas for filter values.

To enter a value range:

1. Make a check in the checkbox.

2. Select the operator in the dropdown box and enter the relevant values:

    a. Choose [] for an interval and enter the lower limit of the interval in the first input field and the upper limit in the second input field.

    b. Choose the corresponding operator for =, <=, > and >= and enter the relevant value in the first input field.

    Selecting the operator = corresponds to selecting a single value in the upper screen area.

3. Do not change the *Include* setting.

4. Choose *New Row* to define further value areas.

5. Choose *Transfer*.

To exclude a value or a value range:

1. Perform steps 1 and 2 (see above).

2. To exclude a value or value range change the *Include* setting to *Exclude*.

3. Choose *New Row* to exclude further values or value ranges.

4. Choose *Transfer*.